



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.1.7 No Referral Tip Sheet

When is it effective? October 1, 2010

What does it mean to me?

There is a standard process for placing and removing licensees on a no referral list.

What is important to remember?

- Give written notification to the licensee when placing or removing a license on No Referral status.
- Notify local Child Care Resource and Referral (CCR&R) and Department of Social and Health Services, Economic Services Division (DSHS ESA) when placing or removing a license on No Referral status.
- Notify SSPS Provider File Unit when stop payment is necessary for a facility.
- Maintain DEL management toolkit on No Referral status.

Resources associated with the policy:

- 10.1.7 Policy and Procedure
- Notice of No Referral, can be found in the Licensing Toolkit (LTK)
- Return to Referral Status, LTK
- DSHS Provider File Action Request Form (PFAR)

Training expectation:

- Supervisors ensure that all licensing staff read, understand and follow all new policies.
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Use the Licensing
Issues Application,
located on the Insider
Licensing page, to
report any issues
with current
documents.